

Instructions for Completing Trading Partner Agreement (TPA) Packet

Page 9 - Electronic Trading Partner Agreement

The “Authorized Personnel” is the Authorized Contract Signer with DMH on file.

Page 11 - Confidentiality Oath

The “User's Name and Signature” is the Authorized Contract Signer with DMH on file.

Page 13 - Comprehensive Computer Data Access and Fraud Act

The “Employee's Name and Signature” is the staff who is the Authorized TPA Submitter fills.

The “Manager Name and signature” is the Authorized Contract Signer with DMH.

Page 14 - Electronic Signature Agreement

The “User's Name and Signature” is the staff who is the Authorized TPA Submitter.

The “CEO/Manager Name” is the Authorized Contract Signer with DMH on file.

***Note:** For LEs, Authorized Contract Signer should be a CEO, President, Vice President, Executive, etc.

***Note:** For FFS Network Providers, Authorized Contract Signer should be a Ph.D., MD, MFT, LCSW, etc.